

2020

MINUTES

Shire of Koorda

16/09/2020

CONTENTS

1	DECLARATION OF OPENING	3
2	ANNOUNCEMENT OF VISITORS	3
3	RECORD OF ATTENDANCE	3
	3.1 Record of Attendance:	3
	3.2 Apologies:	3
	3.3 Approved Leave of Absence:	3
4	QUESTION TIME FOR THE PUBLIC	3
	4.1 Response to Previous Public Questions Taken on Notice	3
	4.2 Public Question Time Open	3
	4.3 Public Question Time Closed	3
5	APPLICATIONS FOR LEAVE OF ABSENCE	4
6	DECLARATIONS OF INTEREST	4
7	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	4
8	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS	4
	8.1 ORDINARY MEETING HELD 19 August 2020	4
9	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	5
10	REPORTS OF COMMITTEES	5
11	CHIEF EXECUTIVE OFFICERS REPORT.....	6
	11.1 Governance and Administration	6
	11.1.1 NEWROC COUNCIL MEETING	6
	11.1.2 GECZ MEETING	8
	11.1.3 SHIRE OF KOORDA PURCHASING POLICY	10
	11.2 Finance.....	12
	11.2.1 MONTHLY FINANCIAL STATEMENTS.....	12
	11.2.2 ACCOUNTS PAID AS LISTED.....	14
	11.2.3 MONTHLY FINANCIAL POSITION	16
	11.3 Law, Order & Public Safety.....	18
	11.4 Health and Building.....	18
	11.5 Education & Welfare.....	18
	11.6 Housing.....	18
	11.7 Community Amenities.....	18
	11.8 Recreation and Culture	18
	11.9 Transport.....	18
	11.10 Economic Services.....	18
	11.11 Other Property & Services.....	18
	11.12 Reserves	18
12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	18
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED	18
14	MATTERS FOR WHICH MEETING MAY BE CLOSED.....	19
	14.1 CEO PERFORMANCE REVIEW AND NEW KPI's.....	19
15	DATE OF NEXT MEETING	21
16	CLOSURE	21



SHIRE OF KOORDA MINUTES

FOR THE ORDINARY MEETING OF COUNCIL

Held in the Council Chambers, 10 Haig Street,
Koorda, on Wednesday 16 September at 5.00 pm

1 DECLARATION OF OPENING

The Presiding Person declared the meeting open at 5.00pm.

2 ANNOUNCEMENT OF VISITORS

Sergeant Lily Unasa, OIC, Koorda Police Station
Senior Constable Steve Jaworski, Koorda Police Station

3 RECORD OF ATTENDANCE

3.1 *Record of Attendance:*

CR JM Stratford	President
CR PL McWha	Deputy President
CR GL Boyne	Councillor
CR BG Cooper	Councillor
CR LC Smith	Councillor
CR RDG Storer	Councillor

Mr Darren Simmons	CEO
Miss Lana Foote	DCEO

3.2 *Apologies:*

3.3 *Approved Leave of Absence:*

**PRESIDENT TO DRAW THE DISCLAIMER TO THE PUBLIC'S ATTENTION
(If members of the public present)**

The Deputy President read the disclaimer aloud.

4 QUESTION TIME FOR THE PUBLIC

4.1 *Response to Previous Public Questions Taken on Notice*

4.2 *Public Question Time Open*

4.3 *Public Question Time Closed*

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION Officer Recommendation

Moved CR PL McWha

Seconded CR G Storer

That Council;

1) Approve the CEO's request for leave from 24 September 2020 to 4 October 2020 inclusive; and

2) Appoint the Deputy CEO as acting CEO from 24 September 2020 to 4 October 2020 inclusive and for which a commensurate higher duties allowance applies.

**PUT & CARRIED: 6/0
RESOLUTION NO: 010920**

6 DECLARATIONS OF INTEREST

CEO Darren Simmons declared a financial interest in item 14.1 – CEO Performance Review and New KPI's as it relates to his employment.

7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Sgt Unasa and SC Jaworski from Koorda Police Station attended as a meet/greet and update. Numerous questions asked and answers given.

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 ORDINARY MEETING HELD 19 August 2020

COUNCIL DECISION Officer Recommendation

Moved CR BG Cooper

Seconded CR LC Smith

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 19 August 2020, as circulated be confirmed and certified as a true and accurate record.

**PUT & CARRIED: 6/0
RESOLUTION NO: 020920**

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Sympathy to Andrew, Wayne and Braden Fisher on the passing of Rose, who was a long time Councillor and Shire President.

Acknowledgement of receipt of WALGA Annual Report.

10 REPORTS OF COMMITTEES

CONFIRMED

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

11.1.1 **NEWROC COUNCIL MEETING** 25 August 2020

Section 5.23 – Applicability

Location: NEWROC Regions
Portfolio: **Governance, Administration and Finance**
Cr JM Stratford
File Reference: ADM 0105
Disclosure of Interest: No Interest declared by CEO
Author: Darren Simmons, Chief Executive Officer
Signature of CEO



Attachments:

1. NEWROC Council Minutes of 25 August 2020 (Pages 2 – 31)
2. NEWROC MoU 2020-2023 (Pages 32 – 44)
3. NEWROC MoU Briefing Note (Pages 45)
4. NEWROC Strategic Plan 2020-2023 (Pages 46)
5. NEWROC Waste Project Briefing Note (Pages 47 – 48)
6. NEWROC Newsletter August 2020 (Pages 49)

Background:

Minutes of the NEWROC Council Meeting held on 25 August 2020 at Dowerin.

Comment:

Items discussed at the NEWROC Meeting were:

- Item 6.1 Income, Expenditure and Profit and Loss
- Item 6.2 Budget v Actuals 2019/2020
- Item 6.3 Budget 2020/21
- Item 7.1 NEWROC Purpose, Mission and Vision
- Item 7.2 NEWROC MoU
- Item 7.3 NEWROC Document Map
- Item 7.4 NEWROC Strategic Plan
- Item 7.5 NEWROC IPR
- Item 7.6 Reliable Energy (Strategic Project)
- Item 7.7 Waste
- Item 7.8 Telecommunications Project Update
- Item 7.9 Emergency Management
- Item 7.10 Animal Welfare During Emergencies

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

4.1.7 - Develop successful and collaborative partnerships

4.2.2 - Facilitate resource sharing on a regional basis

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved CR PL McWha

Seconded CR G Storer

That Council:

1. Except for items 7.2 and 7.7, note and endorse the resolutions of the NEWROC Council meeting held at Dowerin on 25 August 2020;

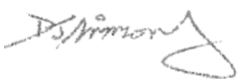
2. In respect to item 7.2 (NEWROC MOU), authorises the Shire President and CEO to sign and affix the Shire of Koorda Common Seal to the NEWROC MOU for the period July 2020 – June 2023; and

3. In relation to item 7.7 (WASTE), advises the NEWROC Executive Officer that, subject to its consideration of the findings of its own Waste Management consultancy with ASK Waste Management, NEWROC Council's preference for Option 4 being All transfer stations (remote access) plus one staffed landfill - weekly collection, is supported in principle.

**PUT & CARRIED: 6/0
RESOLUTION NO: 030920**

11.1.2 **GECZ MEETING** **25 August 2020**

Section 5.23 – Applicability

Location:	GECZ Regions
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0092
Disclosure of Interest:	No Interest declared by CEO
Author:	Darren Simmons, Chief Executive Officer
Signature of CEO	
Attachment:	Minutes (Pages 50 - 72)

Background:

Minutes of the GECZ Meeting held on 25 August 2020 at Kellerberrin.

Comment:

The following issues were discussed:

- Item 7.1 Roadwise – Road Safety Snapshots
- Item 7.2 Stop Puppy Farming Legislation
- Item 7.3 COVID-19 Pandemic – Further Update
- Item 8.1 Zone President Report
- Item 8.2 Local Government Agricultural Freight Group
- Item 8.3 Wheatbelt District Emergency Management Committee
- Item 8.4 Wheatbelt Health MOU Group
- Item 9.1 State Councillor Report
- Item 9.2 WALGA Status Report
- Item 9.3 Review of WALGA State Council Agenda – Matters for Decision
- Item 9.4 Review of WALGA State Council Agenda – Matters for Noting / Information
- Item 9.5 Review of WALGA State Council Agenda – Organisational Reports
- Item 9.6 Review of WALGA State Council Agenda – Policy Forum Reports
- Item 9.7 WALGA President's Report
- Item 9.1 CBH Group Update
- Item 9.2 Container Deposit Scheme and 3 Bin Collection System
- Item 10 Members of Parliament
- Item 11.1 Wheatbelt Development Commission
- Item 11.2 Department of Local Government, Sport and Cultural Industries
- Item 11.3 Main Roads Western Australia
- Item 11.4 Wheatbelt RDA

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

4.1.7 - Develop successful and collaborative partnerships

4.2.2 - Facilitate resource sharing on a regional basis

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved CR GL Boyne

Seconded CR BG Cooper

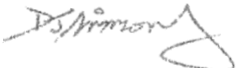
That Council note and endorse the recommendations of the GECZ meeting held at Kellerberrin on 25 August 2020.

**PUT & CARRIED: 6/0
RESOLUTION NO: 040920**

6.01pm Cr PL McWha withdrew from chambers

11.1.3 SHIRE OF KOORDA PURCHASING POLICY

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0323
Disclosure of Interest:	Nil
Author:	Darren Simmons, Chief Executive Officer
Signature of CEO	
Attachment:	Draft Shire of Koorda Purchasing Policy (Pages 73 - 88)

Background

For Council consider adopting a new Purchasing Policy that continues its compliance with its statutory obligations in respect to financial and performance oversight, generally, and Regulation 11A of the Local Government (Functions and General) Regulations 1996, specifically.

Comment

As part of the Shire's commitment to statutory compliance, continuous improvement in its policy and practices and in response to its existing and future operations emanating from the current emergency declaration for the COVID-19 pandemic and other future declared emergency situations, it is suggested that, representing contemporary purchasing best practice, Council consider adopting the WALGA's recently updated template 'Purchasing Policy' as amended and provided as a separate attachment.

Consultation

Raised and discussed at Council Forum held on 19 August 2020
Deputy Chief Executive Officer
Works Supervisor

Statutory Environment:

Local Government Act 1995
Local Government (Functions and General) Regulations 1996 and specifically Regulation 11A which states:

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*
- (3) A purchasing policy must make provision in respect of —*
 - (a) the form of quotations acceptable; and*

- (ba) the minimum number of oral quotations and written quotations that must be obtained; and*
(b) the recording and retention of written information, or documents, in respect of—
(i) all quotations received; and
(ii) all purchases made.

[(4) deleted]

[Regulation 11A inserted: Gazette 2 Feb 2007 p. 245; amended: Gazette 18 Sep 2015 p. 3804; SL 2020/55 r. 4.]

Policy Implications

Replaces existing Council Policy F16 'Purchasing Policy' adopted 20 March 2007 and last amended 15 June 2016.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan

4.3.2 Enhance the capacity and effectiveness of administrative processes

Voting Requirement

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved CR GL Boyne

Seconded CR G Storer

That Council adopts and implements the new 'Shire of Koorda Purchasing Policy' provided as a separate attachment to the report of the Chief Executive Officer.

**PUT & CARRIED: 5/0
RESOLUTION NO: 050920**

11.2 Finance

6.03pm Cr PL McWha returned to chambers

**11.2.1 MONTHLY FINANCIAL STATEMENTS
As at 31 August 2020**

Section 5.23 – Applicability

Location:

Shire of Koorda

Portfolio:

Governance, Administration and Finance

Cr JM Stratford

File Reference:

ADM 0448

Disclosure Of Interest:

No interest declared by CEO

Author:

Lana Foote, Deputy Chief Executive Officer

Signature of CEO



Attachment:

Monthly Financial Statement (Pages 89 – 111)

Background:

Submission of monthly Financial Statements for period ended 31 August 2020.

Comment:

Monthly Financial Statements for the period ended 31 August 2020 for Council's information and acceptance. The explanations for variances of \$10,000 & 10% or more are in Note 13 of the Financial Monthly Report.

Rates collection in comparison to this time last year is up 10%. To August 2020 there was a collection rate of 73.8% in appose to 63.6% as at August 2019.

With regards to the discount claimed on Shire rates, in comparison to last years numbers, there was a 2% decrease for this financial year.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996 34.1(2) as amended 2005

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved CR BG Cooper

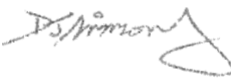
Seconded CR GL Boyne

That the monthly Financial Statements for the period ended 31 August 2020, as presented, be received and adopted.

PUT & CARRIED: 6/0
RESOLUTION NO: 060920

CONFIDENTIAL

11.2.2 **ACCOUNTS PAID AS LISTED**
As at 9 September 2020

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Deputy Chief Executive Officer
Signature of CEO	
Attachment:	Monthly Report List (Pages 112 – 113)

Background:

Regulatory requirement to advise Council of payments made, since the previous meeting.

Comment:

The payments on the attached schedule have been made for the period to 14 August 2020, and to 9 September 2020 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V100	N-Com Pty Ltd	\$23,631.96
V123	Mineral Crushing Services WA Pty Ltd	\$20,482.88
V143	BTR Haulage	\$27,970.21
V154	MW Grant	\$6,556.00
V155	Mineral Crushing Services WA Pty Ltd	\$30,606.40

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 5.42

Local Government (Financial Management) Regulations 1996 12(1) (a), 13(1), 13(3).

Policy Implications:

Nil

Financial Implications:

Budget guidelines and constraints

Need to authorise unbudgeted expenditure (if any)

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved CR PL McWha

Seconded CR BG Cooper

That accounts as listed being for period from 14 August 2020 to 9 September 2020.

Municipal Vouchers No's V082 to V164
Credit Card Vouchers (V114 & V130)

Totalling \$352,721.70
Totalling \$8,148.41

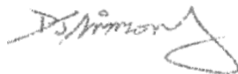
Total \$360,870.11

To be endorsed or passed for payment

PUT & CARRIED: 6/0
RESOLUTION NO: 070920

CONFERRING

11.2.3 MONTHLY FINANCIAL POSITION
As at 9 September 2020

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by the CEO
Author:	Lana Foote, Deputy Chief Executive Officer
Signature of CEO	
Attachment:	Financial Position (Pages 114)

Background:

Current Monthly Financial position as at 9 September 2020 on the various accounts.

Comment:

The Municipal Account's financial position as at 9 September 2020 indicated at this time.

Monthly Financial Position	Municipal Account	\$1,502,512.14
	Reserve Account	\$6,114,376.12
	Trust Account	\$0.00

Consultation:

Monthly advice

Statutory Environment:

Local Government Act 1995, Section 6.4

Policy Implications:

Regulation

Financial Implications:

Shows current financial position

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved CR G Storer

Seconded CR GL Boyne

That the Financial Position, as at 9 September 2020, as presented, be noted, received and adopted.

PUT & CARRIED: 6/0
RESOLUTION NO: 080920

CONFIRMED

11.3 Law, Order & Public Safety

No items this month

11.4 Health and Building

No items this month

11.5 Education & Welfare

No items this month

11.6 Housing

No items this month

11.7 Community Amenities

No items this month

11.8 Recreation and Culture

No items this month

11.9 Transport

No items this month

11.10 Economic Services

No items this month

11.11 Other Property & Services

No items this month

11.12 Reserves

No items this month

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED

14 MATTERS FOR WHICH MEETING MAY BE CLOSED

COUNCIL DECISION

Officer Recommendation

Moved CR G Storer

Seconded CR BG Cooper

That Council close the meeting to the public at 6.10pm in accordance with section 5.23(2)(a) as the matters to be discussed relate to an employee.

**PUT & CARRIED: 6/0
RESOLUTION: 090920**

CEO Darren Simmons declared a financial interest in item 14.1 – CEO Performance Review and New KPI's as it relates to his employment.

6.11pm – the CEO and DCEO withdrew from chambers.

14.1 CEO PERFORMANCE REVIEW AND NEW KPI's

Section 5.23 – Applicability

Location:

WALGA Region

Portfolio:

Governance, Administration and Finance

Cr JM Stratford

File Reference:

ADM0066

Disclosure of Interest:

Interest to be declared by CEO and will withdraw from Chambers

Author:

Darren Simmons, Chief Executive Officer

Signature of CEO



Attachment:

Confidential Report and wage structure sent separately.

****CONFIDENTIAL****

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Voting Requirement:

Simple majority

**COUNCIL DECISION
Officer Recommendation**

Moved CR PL McWha

Seconded CR LC Smith

That the CEO review report, as circulated under confidential cover by the Shire President, for 2019/20 including 2020/21 agreed KPI's, be adopted by Council

**PUT & CARRIED: 6/0
RESOLUTION NO: 100920**

6.30pm – the CEO returned to chambers and the Presiding Person outlined Council's decision whilst the meeting was closed. Questions were asked and answers given.

6.36pm – the DCEO returned to chambers and the Presiding Person outlined Council's decision whilst the meeting was closed.

**COUNCIL DECISION
Officer Recommendation**

Moved CR PL McWha

Seconded CR BG Cooper

That Council re-open the meeting to the public at 6.38pm.

**PUT & CARRIED: 6/0
RESOLUTION NO: 110920**

15 **DATE OF NEXT MEETING**

Wednesday 21 October 2020 @ 5.00pm

16 **CLOSURE**

The Presiding Person thanked Councillors and Staff for their attendance and declared the meeting closed at 6.39pm

Signed

Presiding Person at the meeting at which the minutes were confirmed

Date: 21 October 2020

CONFIRMED